

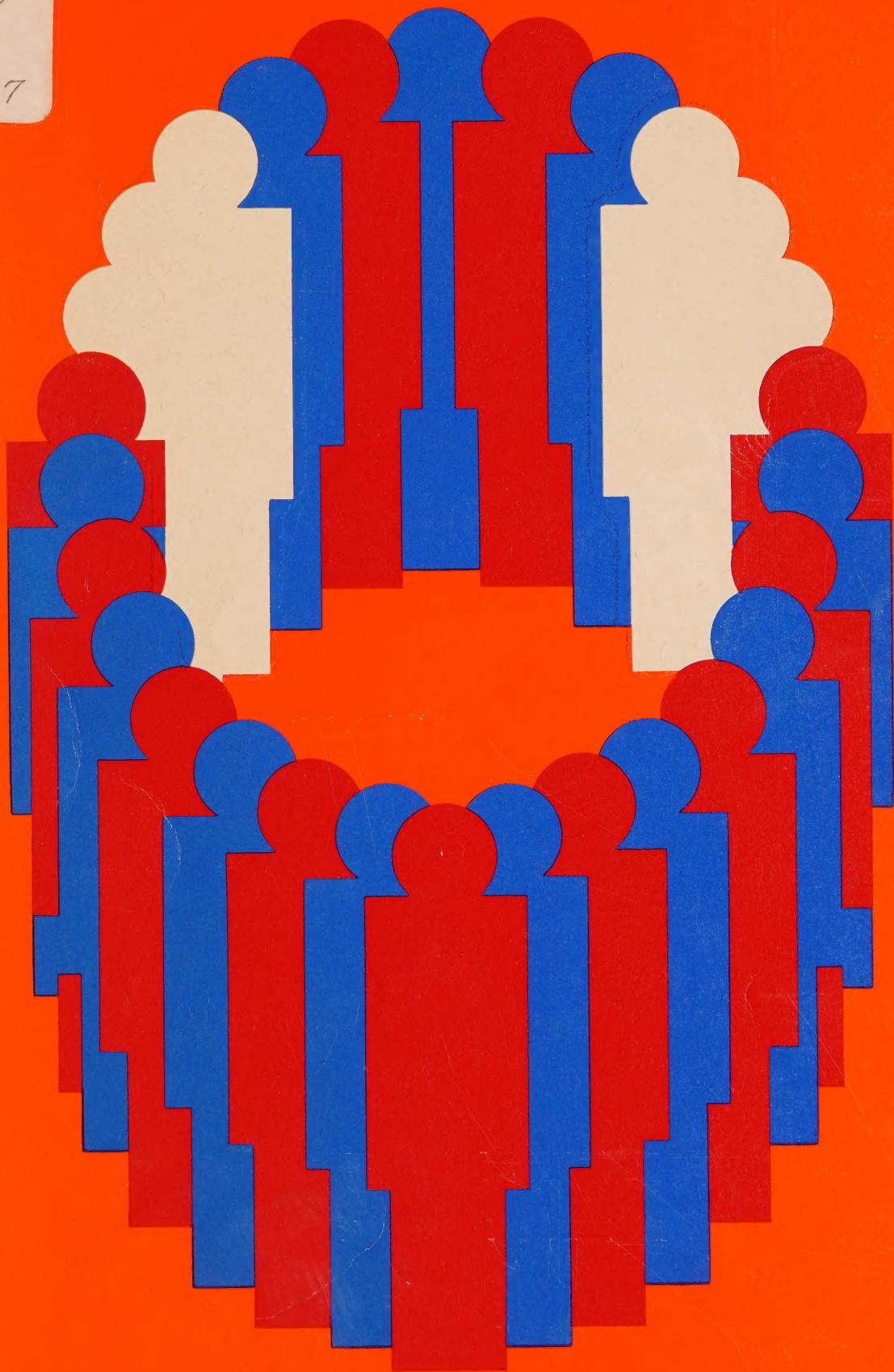
Ontario Public Service Career Information



Universities 1977

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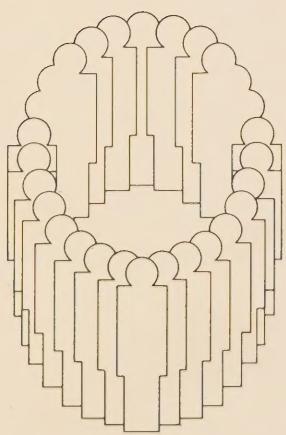
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Ontario Public Service

Career Information



Graduate Recruitment
Civil Service Commission
Queen's Park
Toronto, Ontario
M7A 1Z5

Important

What's Inside

General restraint programs have reduced the amount of external recruitment activity within the Ontario Public Service. Please read this page carefully and note that this book should be used as a *guide* on career information.

Specific vacancies . . . What happens

Job vacancies for 1977 will be posted in your Placement Office. It is most important that you *keep in touch with your Student Placement Office* for interview dates, job descriptions and qualifications. We will keep your Placement Office up to date on recruitment activities, so watch the bulletin board.

Central Graduate Inventory . . . How it works

If you don't see specific vacancies in which you are interested, or if you missed our on-campus interviews, ask your Placement Office for an application and send it along to us. Our address is at the front of this book.

State specifically which job area(s) interest you. If then a specific job vacancy comes to our attention, we'll be able to consider everyone who is interested and qualified.

Send us your application any time *after March 1, 1977. The Central Inventory becomes effective April 1, 1977.* It is used by Ontario Public Service ministries for vacancies throughout Ontario as they occur. At that time, all suitable forms will be reviewed and those candidates whose backgrounds and qualifications match will be contacted for interviews.

Fresh Ideas

We need good people who will bring new and fresh ideas to the Ontario Public Service.

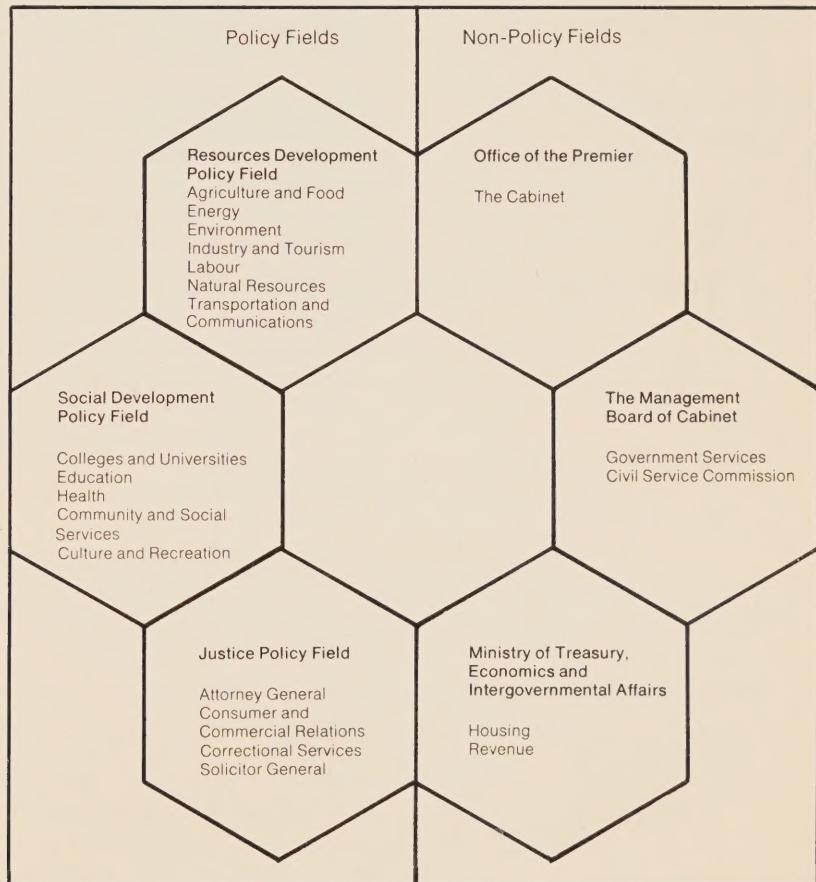
This information guide was prepared for college graduates by the Civil Service Commission of Ontario. It tells you about the Ontario Public Service, our recruitment policies, the functions of the Ministries, and it describes typical positions for which recent graduates have been hired to give you some idea of the scope of employment. *These descriptions do not constitute definite job openings. That information will be available on job posters at your placement offices.*

If you are interested in employment with the Ontario Public Service (OPS), this book is required reading.

A Lot of Good People Have Joined the Ontario Public Service

Some 70,000 in number, working out of 20 operating ministries, plus boards and commissions. Our head office is in Toronto with district and field offices across the Province. Our jurisdiction is Ontario only.

This is the Way We Look



How We Operate

Perhaps the best analogy would be to compare the Ontario Public Service to any large corporation. We relate to the Legislature in much the same way these employees relate to their senior management. When the government passes legislation that becomes law in Ontario, it is the responsibility of the OPS to assure that the new legislation is applied as quickly and smoothly as possible. To illustrate,

consider the following chart:

Ontario Public Service	Large Corporation
Premier	Chairman of the Board
Cabinet	Board of Directors
Minister	President
Deputy Minister	Senior Vice-President
Branch Director	Production Manager
Staff	Staff

Now let's take the analogy one step further

The Premier and Cabinet, along with other members of the government of the day, are elected by the people of Ontario and make the decisions about what legislation should be enforced in much the same way that the senior management of a large corporation decides which goods and services should be offered to the public. In other words, when legislation becomes law in Ontario, the responsibility to assure that it is carried out is passed on to the OPS.

The 20 ministries each offer a different group or package of services to Ontario's citizens as illustrated on the foregoing organization chart.

The Deputy Minister is the senior civil servant in his ministry. Deputy Ministers are permanent employees who are hired, not elected. They are responsible to the Cabinet Minister for the efficient operation of their ministry on a day-to-day basis. The remainder of the organization resembles that of other corporate structures — from assistant deputy minister, to executive director, to branch director and so forth.

There's room to move around

Because of the great variety of tasks to be performed within the different ministries, new and interesting positions can become available. Employees are encouraged by management to apply for these positions thus eliminating the stigma attached to job hopping. Ontario Public Service employees enjoy perhaps the greatest mobility of any employee group in the Province.

And there's room to grow

Still another advantage in working with the Ontario Public Service is the training, both on and off the job. No function in the Ontario Public Service can stand still and if present employees can fulfill a need by additional training then this step is given primary consideration. Where training course fees are involved, the Ontario Public Service applies a sliding scale of reimbursement based on the course-to-job relation. As you grow in experience and personal development, you will enjoy competing with other qualified employees for a new and challenging position.

And for people who enjoy working with and for people, the Ontario Public Service offers an unlimited work environment . . . it's a true melting pot of interesting humanity all working toward one goal — to serve the people of Ontario.

What We Do

Just about everything you can imagine and our work is geared to the specific needs of Ontario's citizens. We design roads and bridges, issue licence plates to help pay for them and provide police to patrol them. We're very big in environmental planning and protection: we realize that both industry and citizens must have facilities to expand; still we must have acres of green belt to pursue recreational pleasures. In the same vein we make every attempt to sensibly utilize our natural resources and at the same time carry out planned programs of preservation.

Programs for the very young and the elderly take up many man hours, and as the province expands and medical science lengthens life spans, these projects take on new importance. In addition to this work is the need to assist citizens who require the skills and attentions of trained social workers.

To supervise the needs and requirements of more than 8 million people we must have skilled economists and other financial experts.

Farming is still Ontario's number one priority and people are needed to assist farmers in production and marketing. We're into the fields of education at all levels and we lend money to needy and deserving students.

And the list goes on . . .

Facts

There are some 70,000 Ontario Public Service employees.

The Ontario Public Service annual payroll is approximately \$800 million.

Within the framework of Ontario's Public Service, the Ontario Public Service Employees' Union (O.P.S.E.U.) is recognized as the negotiating agent for government employees who are part of the bargaining unit.

Special leaves-of-absence are available for educational purposes, military training and childbirth.

Selection and appointment to the Ontario Public Service is based on merit, without regard to race, creed, colour, nationality, ancestry or place of origin, age or sex.

Promotion within the Ontario Public Service is based on merit.

The Ontario Public Service is "growing younger" . . . the number of employees under 25 has grown from 10% to 17% of the total strength since 1960. One-third of all employees are under 35.

Questions and Answers

Q. How much will you be paid?

A. Individual salary will depend upon your skills, experience, professional qualifications and the level of the job for which you are applying. Recruiters will be able to quote salary ranges and the specific salary will be forthcoming in the offer of employment. You can be assured that the Ontario Public Service pays in line with other good Ontario employers.

Q. Are tests a prerequisite to employment?

A. Tests are mandatory for secretaries, typists and general clerks.

Q. What about benefits?

A. The Ontario Public Service provides a range of employee benefits, such as medical and life insurance, pensions, long term income protection, etc.

Q. Are there opportunities for advancement?

A. Employees are encouraged to apply in competition for jobs that become available throughout the Ontario Public Service and are informed when vacancies occur.

Q. What about personal political affiliation?

A. Your politics are your own business, just as are your religion and racial background. However, political activity is limited in some areas. For instance you cannot actively campaign for a Provincial or Federal candidate since, as an OPS employee, you must remain neutral outside the privacy of a voting booth.

Q. How do I apply for summer employment?

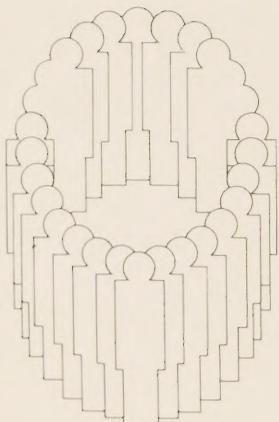
A. Students interested in summer employment in those ministries providing this service should contact the Ministry directly, not the Civil Service Commission.

Students are advised to apply by February, or earlier, submitting a complete resume of their skills and interest to:

Personnel Director

Ministry of (See chart of ministries)

Parliament Buildings, Toronto



Here are Some Possibilities to Consider...

It is important to keep in mind that the following jobs are described to illustrate the scope of employment **only**. They do not constitute specific vacancies for any given year. Please refer to Page 1 for information regarding procedure for specific vacancies in 1977.

Social Services

Employees in this group are involved in providing services directly to individuals or citizens' groups or they serve citizens indirectly by researching and developing programs relating specifically to individual or group needs.

As examples of this work environment, dieticians, occupational therapists, nurses, psychologists, psychometrists, and speech therapists help staff Ontario Hospitals as well as correctional institutions for offenders serving under two years. In these areas, recruitment is handled at the various sites.

Social workers, and after-care officers are employed in provincially operated programs working with training school students or aiding the mentally retarded and counselling indigent citizens.

Other OPS employees are involved in family benefits programs which investigate individual family and/or family group needs and requirements.

Correctional Officers

Correctional Officers in the Ministry of Correctional Services influence the social rehabilitation of adult offenders by supervising them at work, recreation or in their living quarters, by acting as leaders in group discussions and by becoming involved in individual counselling. Through contact with clinical and administrative staff, they contribute to the individual program of the offender and the total program of the institution. A wide variety of programs has been developed to meet the needs of the very diverse population within the correctional system.

Correctional officers work in a variety of settings including clinics, training centres, correctional centres and jails.

Qualifications: A degree in social or behavioral sciences. Shift work is compulsory. Location is throughout the province although mainly southwestern Ontario.

Home Economists

New graduates are involved in an extension education program for women and girls in the Province, dedicated to improving the quality of life in rural Ontario through updated homemaking practices and good management of time and family resources. They also give training in home economics to rural women and girls and assist young women in their personal growth and development.

Qualifications: 4-year degree in Home Economics.

Medical Laboratory Technologists

Medical Laboratory Technologists working in 13 public health laboratories in Ontario, including the Central Laboratory in Toronto, isolate and identify potentially pathogenic, micro-organisms such as bacteria, viruses, parasites and mycotic organisms from human specimens. Specimens from drinking water, food, milk and milk products are also examined for infectious agents. Technologists carry out a wide range of serological and biochemical tests and procedures in haematology. In some laboratories they collect specimens from patients.

Reference laboratories in Toronto carry out tests or procedures in virology, bacteriology, mycology, parasitology, specialized T.B. work, serology and biochemistry.

Qualifications: B.Sc. in a medically-oriented microbiology field.

Nurses

There are 15 psychiatric facilities in the organization of the Ministry of Health. Each facility has a nursing program responsible for the provision of nursing care to mental patients.

Included in this program would be such duties as: administering of prescribed medications and treatments; attending to patient's physical needs such as bathing, hygiene etc., supervising patient's dietary needs; recording treatments rendered and condition of patient on individual charts; organizing and leading patient group therapy sessions; assessing patient reactions to prescribed drugs; counselling patients; and assisting in the supervision of non-registered nurses, registered nursing assistants, nurses aids and hospital attendants.

Qualifications: Registration as a nurse in the Province of Ontario and preferably completion of a post graduate course in psychiatric nursing. Also candidates are expected to have the ability to obtain co-operation of staff and patients, the ability to follow and to pass on verbal and written instructions on patient care, and possess good physical and mental health.

Occupational Therapists

Mental Retardation Facilities of the Ministry of Community and Social Services utilize occupational therapists to aid in the habilitation or rehabilitation of mentally and physically handicapped residents.

Qualifications: Graduation from recognized school of Occupational Therapy and eligibility for registration with Canadian Association of Occupational Therapists: Understanding of special problems of the mentally retarded and ability to adapt knowledge to treatment techniques.

Physiotherapists

The Mental Retardation Facilities of the Ministry of Community and Social Services utilize physiotherapists to participate in and monitor physiotherapy programs with assigned individual residents or group of residents.

Qualifications: A degree in physiotherapy.

Probation/Parole Probation/Aftercare Officers

With the Ministry of Correctional Services, probation and parole officers deal solely with adults, and probation and aftercare officers with juveniles. Both groups receive orientation in the principles and practices of the work at court, the institution and the community level.

Officers prepare pre-sentence reports on adults and juveniles, including social and family histories, for the use of judges and magistrates. They also supervise adults or juveniles who are either completing probation or parole terms or have returned to the community from an institution or training school, but are still the responsibility of the Province. Those dealing with adults prepare community investigation reports for the parole board and for temporary absence committees. In their respective communities officers involve themselves in volunteer programs; promote community understanding and acceptance of the Ministry's methods and goals, and co-operate with other community social agencies.

Qualifications: A degree in social sciences preferable. Previous related work experience and/or higher educational qualifications are helpful.

Psychologists

The Ministry of Community and Social Services employs psychologists to provide, supervise and develop services for psychological analysis, treatment and prevention of intellectual and/or emotional problems of residents in its Mental Retardation Facilities throughout the province.

Qualifications: A doctoral degree in Psychology from a University of recognized standing and registration under the Ontario Psychologist Registration Act. Training and experience in assessment analysis and behaviour modification.

Psychometrists

The Mental Retardation Facilities of the Ministry of Community and Social Services employ Master's graduates in psychology to conduct psychometric assessments in order to recommend treatment, training and placement of residents. Participation in behaviour modification programs is also part of the psychometrists' function.

Qualifications: Master's degree in psychology from a university of recognized standing; training in psychological assessment and principles of behaviour modification and skill in establishing good rapport with patients and staff.

Individuals with general or honours B.A. in psychology from a university of recognized standing with training in psychometric assessment and statistics are employed as Psychometric Assistants in the Ministry's mental retardation facilities.

Social Workers — Community & Social Services

In the Ministry of Community and Social Services social workers are employed in mental retardation facilities and district offices throughout the Province.

Within the rehabilitation area, social workers are involved in a program responsible for rehabilitating individuals whose physical and mental disabilities prevent their gainful employment. This is accomplished through assessing the client's vocational potential, recommending and engaging training and other vocational services or restorative medical treatment and appliances as needed and through counsellelling the client in planning realistic goals and adjusting to productive roles.

Social Workers are also employed in the fields of mental retardation as well as liaison work with community agencies and family service associations.

Qualifications: An M.S.W. or B.S.W. degree.

Social Workers (Rehabilitation)

In the Ministry of Correctional Services, social workers are involved in multi-disciplined programs involving counselling services, serving on institutional and community committees, involvement in staff development, and participation in the intake, classification, and ongoing review of rehabilitative programs.

Social workers are employed in various correctional environments, such as training schools for juveniles, or regional detention centres or correctional institutions for adults. They may act as consultants in community programs such as probation, parole, and aftercare. Their duties involve interviewing and counsellelling residents and preparing case histories; contacting relatives, schools, and social agencies for assistance in the solution of problems. Initiating and participating in social therapeutic activity both inside and outside the institutions is an important aspect of their work.

Qualifications: Master of Social Work or Master of Criminology Applied.

Supervisors of Juveniles

A great deal of patience and understanding is needed for this work since it entails working with wards aged up to 16 years. Supervisors must be capable of establishing meaningful interaction with young people and a close working relationship with fellow supervisors. Generally, the involvement of each supervisor is limited to a small unit/house in which he or she is responsible for helping to maintain programs which include field and camping trips, supervising sports, writing evaluation reports, making referrals to professional staff, and helping in the final assessment of the students. Supervisors are required to establish good rapport and carry out the related functions of running a program under the supervision of a house master. Shift work is compulsory.

Qualifications: A degree in the social or behavioral sciences.

Welfare Field Workers

Employed throughout the province in 20 District offices, field workers with the Ministry of Community and Social Services are responsible, through home visits, for obtaining and verifying information pertaining to the eligibility of applicants and recipients of financial assistance under the Family Benefits Act. In addition, field workers offer practical guidance and counselling to a variety of client problems including financial management, housing, recreation, etc.

They are also expected to maintain close liaison with other social service agencies in the community and to use good judgement in referring clients to these agencies. It is essential to have a valid Ontario driving licence at the time of application.

Qualifications: A degree in the social sciences, plus either related working experience or volunteer experience involving personal contact with social service clients.

Scientific and Technical

People in this category work primarily to maintain and improve our environment and help develop our natural resources.

High on the list of projects is pollution control of resources such as land, air and water. In this area, biologists, chemists, engineers and resource managers work as teams with local conservationists and industry to plan and execute ways and means of controlling pollution.

Roads, bridges and tunnels take years to plan before construction begins and in this field economists, ecologists and technicians work along with civil engineers.

It is estimated that there are over 412,000 square miles in Ontario, and of that vastness, so much is designated to remain in its natural state and so much to be developed for municipalities, industry and recreation. To accomplish this, years of planning must be undertaken so that the blend is compatible. In this area, biologists, land use planners, urban and regional planners, geologists and engineers form part of the planning and implementation team.

Agriculture is still Ontario's largest industry, but the number of farms is diminishing. OPS agrarian specialists work closely with farmers in an advisory capacity so that the remaining farm lands can be utilized to the maximum.

The following job areas are typical of those where graduates have been considered.

Agriculture Specialists

These graduates advise in all aspects of farm management and work closely with farmers in identifying and analyzing problems and proposing realistic and acceptable solutions. Duties include financial, livestock, soils and crops, and machinery management; credit counselling, business analysis, farm record interpretation, budgeting, cash flow projections, estate planning, overall farm planning, economics of production, marketing, fertilizer use, crop and livestock systems, enterprise selection, land use and other matters. The specialist with the Ministry of Agriculture and Food must be able to interpret the latest research findings and apply them directly to individual farm situations.

Qualifications: B.Sc. in Agriculture.

Biologists

Biologists work in one of the field districts of the Ministry of Natural Resources managing fisheries and/or wildlife resources.

Some biologists will spend most of their time in extension work — advising private land owners on good fish and wildlife management practices.

More specific positions involve wildlife management areas or lake management. These biologists study in depth the commercial and sport use of the assigned area and make recommendations on its management.

Post-graduates in a specific field are often appointed to branches in Toronto as specialists in some aspect of fish or wildlife management. They are expected to provide advice to ministry staff and to co-ordinate on a provincial basis the projects impinging on their area of specialty.

Qualifications: An honours degree in Biology or equivalent. A high standard of good public relations is essential in these positions.

Biologists — Ministry of the Environment

In these positions, biologists survey aquatic life in lakes and rivers to determine the effects of pollution on water quality. Studies are conducted to assess aquatic productivity including effects of aquatic vegetation on recreational and other uses.

They perform laboratory tests on fish to assess the toxicity of industrial wastes and pesticides and administer a permit system for the use of chemicals in public waters. They participate in programs involving assessment of the quality of recreational lakes and conduct studies on enhancement and restoration to optimize the water use potential.

Qualifications: A four-year Biology course, with a Zoology major. In some cases a Master's degree is required.

Chemists

Many chemists determine air contaminants in vegetation and soils, test air pollution sources and analyze air pollutants. They participate in special investigations of biological and waste control programs, supervise the analysis of water and waste water and develop new methods and techniques.

Qualifications: Honours degree in Chemistry.

Engineers (Civil)

Most new graduate engineers joining the Ministry of Transportation and Communications are assigned to one of 18 operating districts within Ontario, for two construction seasons. However, graduates with special engineering interests will be considered for various other initial specific engineering assignments, e.g. transportation planning, traffic engineering, engineering computer programming, legal land surveying, structural design, etc. During the initial season assignment in construction the graduate works as an instrument man/woman or second in command on road, bridge or transit facility layout, under an experienced project supervisor.

In the second season he/she would be a project engineer, completely responsible for a road, bridge or transit construction contract.

After these two seasons in construction supervision, engineers are given the opportunity to relocate in another transportation engineering branch of the Ministry. While the particular choice of work cannot be guaranteed, the overall opportunity to gain excellent transportation engineering experience is afforded, leading to a management position. For those with post-graduate degrees in a specialized field consideration is given for direct entry into their field.

Qualifications: Graduate Civil Engineer.

Environmental Officers (Engineering)

New graduates work in the Ministry of the Environment whose four main goals are control over contaminant emission; establishment of environmental safe guards in planning; improvement of waste and water management and maintenance of restorative and enhancement measures.

In line with these programs the graduate will assist in developing remedial programs to resolve complex pollution and water supply problems; investigate complaints, determine the source of contaminant, and recommend appropriate abatement action.

Candidates must have the ability to deal effectively with the public and municipal and industrial officials, and to prepare comprehensive engineering reports.

Possible Locations: London, Hamilton, Toronto, Kingston, Sudbury and Thunder Bay.

Qualifications: A degree in a relevant Engineering discipline. In certain positions a Master's degree in Environmental Engineering, Sanitary Engineering or Hydrology is preferred.

Foresters

Foresters work in timber management, outdoor recreation and administration in the Ministry of Natural Resources. They plan and execute forest operations, such as surveying and timber estimating, calculating the growth and yield of forest stands, forest management and forest protection duties. Research is concerned with pollution abatement, tree improvement, the regeneration and growing of timber, crops, forest fire behavior, the biology and ecology of forest insects and diseases, and the methods of protecting the forests from these destructive agents.

Qualifications: An honours science degree in Forestry which includes courses of study in the physical sciences, engineering and mathematics, the biological sciences, the humanities and the social sciences. For research, an M.Sc. and in some cases a Ph.D. is required.

Geologists

The main responsibilities of a geologist are studying and mapping rocks, gravel and loose materials on and under the earth's surface. Duties also consist of preparing scientific maps and reports for use by the mining industry and the general public. Other geologists provide technical assistance to individuals and municipalities faced with water supply problems and determine existing and ground water potential through surveys and the assessment of geological and hydrologic conditions. They also conduct ground water investigation on possible interference problems.

Qualifications: A degree, a Master's is preferred in Geology or Geological Engineering.

Land Use Planners

Land Use Planners co-ordinate planning for the optimum integrated multiple use of the land.

They direct information gathering on present resources and potential land use, analyze data and prepare their part of the provincial strategic land use plan.

Planners also participate in the preparation of a local land use plan by first subdividing the strategic zones into local zones and then carrying out the planning process on a smaller scale. Planners normally work out of regional or district offices.

Land Use Planners must be able to analyze the environmental effects of all types of urban and non-urban development.

Qualifications: An Honours degree in Urban and Regional Planning, Environmental Studies, or a post-graduate degree in a subject strongly related to planning such as Geography, Biology, or Sociology. Prefer concentration on courses in regional planning.

Microbiologists

Microbiologists identify bacteria in drinking water supplies, treated wastes, rivers and lakes and devise and improve methods of detecting aquatic micro-organisms which may be injurious to humans, cause aesthetic problems or indicate deterioration of streams and lakes.

Qualifications: Honours degree in Bacteriology. Periodically, laboratory research openings become available for M.Sc., Ph.D. Microbiology/Immunology.

Resource Managers

The Resource Manager works initially under supervision and acts as a liaison between the Conservation Authority and the ministry.

Management Support Services

Part of this work involves the preparation of submissions on feasibility studies and schemes to determine the practicality of setting up or changing a Conservation Authority for a particular watershed. Gives technical assistance to the Authorities in carrying out flood control, conservation and recreation projects. The Resource Manager is expected to carry out effective public relations programs to encourage acceptance of natural resources management principles as well as acceptance of the current activities of the Authorities.

Qualifications: Four-year B.Sc., B.A., or M.A., M.Sc. in Forestry, Agriculture, Engineering, Biology and Geography. Applicants must be prepared to relocate during the first two or three years.

This group could be called the back-up staff for the other categories since these people provide essential administrative services which assist the other groups in the performance of their duties. As examples, **management services officers** work in the general area of paper flow and work measurement. They also design and/or program computerized systems. A **financial officer's** position would include analysis and recording of provincial financial information or investment management of the provincial portfolio. Others would participate in the administration of provincial grant, subsidy and loan programs.

Field auditors assist with either financial audits or inventory or investigate field audits of taxpayer's business records. The **housing analyst** conducts surveys to determine the need of and demand for public housing accommodation throughout the province.

The OPS also has many specialized areas where **lawyers** are employed such as criminal law, commercial and corporate law, labour law, transportation law and general administrative law.

The following job areas are typical of those where graduates have been considered.

Archivists

Archivists are employed in the Archives of Ontario to conduct research of documents and manuscripts of enduring value in documenting the growth of Ontario. Duties include acquisition, evaluation and processing of documents. The arrangement, description and analytical reports of records with the ability to provide counselling service.

Qualifications: Honours degree in History, knowledge of Ontario history, Archives research and procedures, systems analysis and conservation and reproduction techniques suitable to archival needs.

Computer Systems Specialists

The Computer Services Division of the Ministry of Government Services operates three computer centres in the Toronto area, and provides a complete range of data processing facilities to the other Ministries in the Ontario Government. Starting at a junior level graduates will initially provide hardware and software support skills. A number of career paths are available which culminate in either highly technical or administrative positions within the Division. Computer Systems Specialists are involved in the following areas:

- Operating Systems Installation and Support;
- Computer Performance Measurement and Optimization;
- Hardware Monitors;
- Data Base/Data Communications Installation and Support;
- Computing Hardware and Software Evaluation.

Qualifications: An honours degree in the Applied Sciences, or preferably in Computer Science. Experience in one or more of the previously mentioned areas of specialization would be an asset.

Economists

Economists in the Fiscal Policy Division of the Finance Program (Treasury, Economics and Intergovernmental Affairs) are responsible for generating financial policy for the municipalities, as well as for

the production and continuous monitoring of the provincial budget. They review existing provincial grants and recommend changes and refinements through analysis of federal/provincial/municipal arrangements.

Qualifications: Honours or Master's degree in Economics, Finance and/or Accounting.

Economists in the Office of Economic Policy monitor and forecast economic and social developments at the Provincial and Federal levels. They formulate policy recommendations and advise on short, medium and long-term provincial socio-economic policies and strategies. They recommend appropriate economic development strategies for the Province to ensure an appropriate balance of social and economic, urban and rural, and resource development. In addition, they analyze and comment to the Treasurer on the economic and social consequences for Ontario of program developments and proposals from other levels of government and the private sector.

Qualifications: Honours or Master's degree in Economics, Finance or Business Administration with a particular emphasis in Economics.

Economists in the Local Government Division analyze the responsibilities, organization and boundaries of local governments in Ontario. They prepare policy options on issues affecting existing or proposed local governments and recommend appropriate institutional arrangements to make the most effective use of resources. They co-ordinate legislation affecting municipal governments and ensure that recommendations for change are consistent with strong and accountable local government in the Province. They assist County Restructuring Study Commissioners and municipal study committees in developing strengthened local government.

Qualifications: Post graduate degree in Economics, Geography, Urban and Regional Planning, Sociology or a related discipline.

Employment Standards Auditor Trainees

The junior employment standards auditor assumes a promotional investigatory role in the administration and enforcement of fair employment practices in Ontario. Duties include assisting with the auditing of payrolls and accounting records of business to ensure compliance with, and to effect collections under existing legislation.

Qualifications: Commerce or Business Administration or any other university course with at least one or two accounting subjects and a desire to complete a recognized professional accounting course.

Human Rights Officers

The Human Rights Officer receives on-the-job training, under the supervision of a senior Human Rights Commission Officer, in all aspects of the work involved in administering and enforcing the Ontario Human Rights Code. He or she handles the investigation and conciliation of assigned complaint cases; increases, through public education activities, awareness of discriminatory situations and may participate in community relations activities.

Qualifications: A degree in the Social Sciences or Humanities supplemented by community volunteer work with cultural, racial and other minority groups; ability to establish effective working relationships with these groups and related organizations together with a full understanding of the majority-cultural group. Some knowledge of the dynamics of discrimination as it affects these groups and women. Public speaking ability is essential.

Industrial Development Officers

Working for a period of from one to two years under the direction of experienced industrial development officers, new employees act as consultants to manufacturers, in those areas concerned with the growth of exporting products and/or services to a wider spectrum of domestic and international markets.

They also act as consultants involved in analysing, developing and implementing new systems whereby specific manufacturers can readily be identified and assessed of their ability and potential to market their products; conduct educational export seminars (e.g. packaging, documentation, financing, transportation, etc.) industrial intelligence and promotional aspects of marketing.

Qualifications: Master of Business Administration with an engineering degree, Master of Business Administration with some business experience or a Master of Business Administration with special emphasis in marketing, systems and report writing.

Intergovernmental Affairs Officers

Employed in the Office of Intergovernmental Affairs, these officers are involved in assessing and advising the current status of provincial relations with municipalities in Ontario, the other provinces, the federal government or on an international basis. Officers' duties could vary from involvement with municipal associations, to advising on such matters as the constitution, distribution of powers and intergovernmental machinery, or to assessing international treaties and agreements affecting Ontario. All levels of responsibility would consider the effects of the policies and programs of the various levels of government on Ontario.

Qualifications: Honours or Master's degree in Political Science, Economics, Finance or Business Administration.

Management Trainees (Housing)

Each year the Ministry of Housing hires a number of university graduates in the Management Trainee Program. The purpose of the training is to expose well qualified candidates to the management and organizational structure of the Ministry and to provide practical on-the-job training designed to prepare them for responsible positions within the Ministry.

Selected individuals are enrolled for one year, at a salary related to qualifications, and assigned to branches where they are given assignments involving research, report writing, administrative and staff duties, and actual on-the-job experience.

Job opportunities on completion of the training depend on the individual's performance, aspirations, and available vacancies. Every effort is made to assess the goals and abilities of the individual by providing assistance in career planning.

Trainees are selected from a variety of disciplines, depending upon current requirements. The desirable qualifications to meet the work assignments will vary from year to year and will be specified by the Ministry prior to on-campus recruiting.

Property Assessors

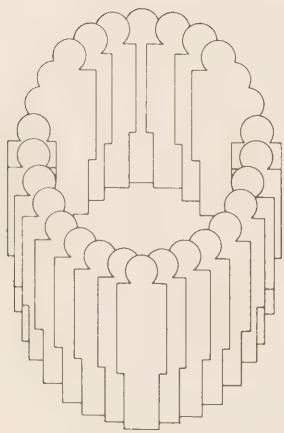
The purpose of this program is to have all real property in the Province assessed at 100% of market value.

In this position, training is given in the estimation of building costs, sales analysis, income analysis and real estate economics, as well as the application of the Assessment and related Acts.

Initial duties will be related to the cost method of valuation — measurement, classification and rating, analysis and computation, by engaging in field "work units". With experience, the employee may be expected to provide technical advice and guidance to junior staff or may engage in the assessment of complex or unique properties that are not subject to normal market forces.

Qualifications: A degree in Economics, Geography or Political Science.

Meet the Ministries...



The Ontario government's ministries are grouped by common concerns into committees of Cabinet or policy fields:

- The Social Development Policy Field
- The Resources Development Policy Field
- The Justice Policy Field

Each policy field is co-ordinated by a minister known as a provincial secretary, eg. The Provincial Secretary for Social Development.

The ministries and policy fields together comprise the Ontario Cabinet and determine the policies of the Government of Ontario. Here is a brief description of the policy fields and the ministries.

The Social Development Policy Field

Ministries in this field share a common concern for the social well-being of individuals and families in Ontario. These programs here are designed to improve educational and cultural opportunities, health care and community services with a special responsibility for the care, security and dignity of the elderly, blind, disabled and disadvantaged residents of the province.

Within this policy field are the ministries of:

Culture and Recreation

This is a newly established ministry, responsible for preservation of historic sites, sports and recreation, libraries and community information, culture, multiculturalism and citizenship. The ministry also supports public institutions such as the Royal Ontario Museum, the Ontario Science Centre, the Royal Botanical Gardens, the Art Gallery of Ontario, the Ontario Heritage Foundation, the McMichael Canadian Collection and the Ontario Educational Communications Authority and the Ontario Council of Arts.

Community and Social Services

Provides a full range of treatment, training programs and services in 18 Mental Retardation Facilities located throughout the province for persons with developmental disabilities, while concurrently conducting programs of research, education and prevention, and de-emphasizing the concept of long-term institutional care.

Administers and initiates programs and services to help groups and individuals maintain a satisfactory standard of living in Ontario, specifically income security for the needy and the elderly, child welfare and day nurseries, rehabilitation and job training for the handicapped and special residential programs.

Colleges and Universities

The ministry is comprised of three major divisions. University Affairs administers support funds to 15 provincially-assisted universities, as well as Ryerson Polytechnical Institute and the Ontario College of Art; College Affairs and Manpower Training Division provides support for 22 community colleges and for industrial training and apprenticeship programs. Common Services offers support services such as student aid.

Education

This ministry is responsible for regulations governing any schools from kindergarten to grade 13 funded (in whole or partially) by the Province. Its major function, education development and administration, includes responsibility for curriculum, education finance, education information and records, teacher education and professional development, schools for the blind and deaf, educational programs in the Developmental Centres Schools, and correspondence courses.

Health

One of the largest ministries, its main responsibility is public health, including the treatment and care of the mentally ill. Among the boards, commissions and other agencies reporting to the minister are the Ontario Cancer Institute, Ontario Mental Health Foundation, Addiction Research Foundation, and the Ontario Health Insurance Plan.

The Justice Policy Field

Ministries of this field share a common concern for civil rights, public protection, law enforcement and the supervision, detention and rehabilitation of offenders. They have a special responsibility to ensure that the laws of Ontario, as well as business practices and public institutions, conform to contemporary needs and standards and that all citizens are treated equally, with honesty, fairness and dignity.

The four ministries within this field are:

Attorney General

Provides for the direction and supervision of justice administration throughout the province. Its programs include crown legal services, legislative services, law research, the administration of justice, guardian and trustees' services and the protection of civil rights of Ontario citizens.

Consumer and Commercial Relations

Works to promote a high level of ethical business conduct in the market place through licensing, registration and inspection of business establishments and their personnel as well as through the registration of documents related to all aspects of real and personal property ownership.

Correctional Services

This ministry has jurisdiction over adult offenders who have been sentenced to jail terms of less than two years, as well as juveniles committed to the training schools under the provisions of The Training Schools Act.

The Solicitor General

Formed in 1972, this ministry is concerned with the related programs of law enforcement and public safety in Ontario. The agencies and programs for which it is responsible include: the Ontario Police Commission, which co-ordinates the province's police services; the Office of the Fire Marshall; the Chief Coroner's Office; the Emergency Measures Branch; the Centre of Forensic Sciences and the Forensic Pathology Branch.

Resources Development Policy Field

Ministries of this field are concerned that the best use is made of Ontario's human and physical resources to ensure that the province continues to prosper.

The programs are designed to improve food production, industrial development, transportation and energy supplies and working conditions. They also have a special responsibility to ensure that the environment is safeguarded while these developments are taking place.

The seven ministries included here are:

Agriculture and Food

This ministry is concerned with one of Ontario's most important industries, farming, and so is charged with the safe production of food and for its orderly distribution and marketing. Its four main areas of participation are instruction, research, extension and marketing.

Energy	Responsible for reviewing energy matters on a continuing basis, advising and co-ordinating the government's activities, including policy direction to Ontario Hydro and technical support to the Ontario Energy Board.
Environment	Is charged with supervising a wide range of services to the public designed to achieve four major objectives: the control of contaminated emissions; the establishment of environmental safeguards; management of water and waste, and the development and maintenance of measures intended to restore and enhance Ontario's natural environment.
Industry and Tourism	The goal of this ministry is to find more markets for manufacturers, assist in industrial expansion, encourage new technology and improve the tourist industry. Along with field offices in the province the ministry has 15 international offices contributing to its programs.
Labour	This ministry's aims are to advance the well-being of employees and employers by promoting the productive use of labour. Legislation administered and enforced by this ministry covers the rights and responsibilities of the individual worker; the rights and obligations of management and labour unions, the safeguarding of labour and safety standards and protection against discrimination.
Natural Resources	As custodian of nearly 90 per cent of Ontario's land and water, this ministry plans and controls the use, development and enhancement of the province's natural resources to provide opportunities for outdoor recreation and economic benefit. Among its broad range of responsibilities are supervision of hunting, fishing, mapping, mines, forests, and parks.
Transportation and Communication	This ministry provides the people of Ontario with a balanced and integrated transportation system involving highways, GO-Transit, Ontario Northland Railway, Ferry Services, "norOntair" and pilot projects for public transit. It is also responsible for all aspects of motor vehicle safety and licencing, an Ontario telecommunications policy and the use of the communications satellite.
In addition to the policy ministries, there are various ministries, boards and commissions which perform central-agency services for the whole of the Ontario government. These include:	
Management Board of Cabinet	This is not a ministry, but a committee of Ministers with a Chairman, and it receives staff assistance from a secretariat. The Committee examines administrative policies and budgets of all ministries to ensure effective management of human and material resources.
Civil Service Commission	The Civil Service Commission reports to the Chairman of the Management Board of Cabinet through its three major divisions, compensation, staffing and staff relations. The Commission is responsible for recruitment, classification, salary conditions and terms of employment in the Ontario Government.

**Treasury, Economics and
Intergovernmental Affairs**

Responsible for fiscal, economic and intergovernmental policies for the government of Ontario. This ministry works closely with local governments and municipalities of Ontario, other provincial governments of Canada and the federal government. It also provides a central statistical and accounting capacity. The Ontario Economic Council, an independent agency, reports to the Treasurer.

Revenue

Its main function is the administration of provincial acts authorizing the collection of taxes to provide revenue for the essential services needed by today's industrial and urbanized society.

Housing

This ministry oversees the provision of adequate housing at reasonable prices by bringing serviced land into production, improving existing housing, and reducing home buyers' financial obstacles. The ministry controls approval on new developments to broaden the housing mix and discourage speculation. Through its rents-gearded-to-income programs, suitable housing is provided for families and senior citizens of low and moderate means.

Government Services

Is a support ministry to the other ministries of the government. Its three major programs are Accommodation, Supply and Services, and Management and Information Services, which has responsibility for the operation of all government computers.

**Office of the Provincial
Auditor**

Not a ministry, it performs on behalf of the Legislative Assembly (rather than the Government of the day) audits of: receipts and disbursements of public moneys; financial statements of the Province of Ontario, set out in the Public Accounts; ministerial and quasi-judicial agencies where authorized in the statute governing each agency.

